

## **WORKPAPERS – APPLICATION FOR STATE SCHOOL AID INSTRUCTIONS**

### **1. Students On Roll – Full-Time and Shared-Time Including Home Instruction**

Each grade level and special education tier category must be supported by an itemized count by school building and register number. Shared-Time students are identified on the register by the "shared-time column". Please note that registers should be numbered sequentially within each school building. Enrollments for students enrolled in self-contained special class programs must be maintained on separate registers. All Home Instruction students must be entered by name in the school register with attendance code "7". These students are now included in the on-roll count rather than as a separate category on the ASSA. The On Roll counts must also include 3 year old and 4 year old preschool students (not preschool disabled) from district school registers in the appropriate ASSA lines. This is particularly important for Abbott District Preschool programs which will be subject to enrollment audit during FY 2002-2003. Districts are strongly advised to only use the data from the school registers used to determine the 10/15/2002 enrollment count. Using other means can cause duplicate counts which would adversely affect the district in future years upon an ASSA audit. This data must be kept on file for audit purposes.

### **2. Students Sent Full and Shared-Time**

The number of students listed under Sent Full-Time and Shared-Time must be supported by tuition contracts or other appropriate documentation verifying the enrollment of the student sent to New Jersey Public School Districts or Contracted Pre-School Program Providers (as described in the "2003-2004 ASSA Instructions" manual) along with the proper purchase order documentation verifying payment of tuition/education services costs. The Students Sent counts must also include 3 year old and 4 year old preschool students (not preschool disabled) sent to Contracted Pre-School Program Providers on the appropriate ASSA lines. This is particularly important for Abbott District Preschool programs which will be subject to enrollment audit during FY 2002-2003.

**3. Students Received Full and Shared-Time**

The number of students listed under Received Full-Time and Shared-Time must agree with the number of students appearing in the district's New Jersey School Register that are received from other school districts.

**4. Regional Day Schools**

The number of students listed under Regional Day Schools must be supported by tuition contracts or appropriate supporting documentation verifying the enrollment in the Regional Day School along with the proper purchase order verifying payment of the tuition.

**5. Private Schools for the Disabled**

The number of students listed under Private Schools for the Disabled must be supported by tuition contracts verifying the enrollment in the approved private school for the disabled or other permitted educational agency (as described in the "2003-2004 ASSA Instructions" manual) along with the proper purchase order verifying payment of the tuition.

**6. Low Income Students**

Low Income students are those students who are eligible for free meals or free milk that are part of the district's enrollment as of October 15, 2002. The number of low-income students must be supported by the "Application for Free and Reduced Price Meals or Free Milk." Only students who qualify for *free meals or free milk* for fiscal year 2003 should be counted as low-income students. Students who only qualify for reduced price meals cannot be counted as low-income students. Districts which send students to private schools for the disabled, regional day schools, county special services districts, educational services commissions, alternative school programs, Department of Human Services day training programs, the Marie H. Katzenbach School for the Deaf, the A. Harry Moore School or state college demonstration schools may report the number of low income students sent to these programs. Do not report any such student as low-income unless a copy of the student's meal application indicating free meal or free milk status has been obtained from the receiving school for audit verification. If the application copy is not on file for audit purposes, the low-income student will be deducted from the audited count of the ASSA.

**7. Related Services**

A listing of the resident classified students who are classified for other than speech correction services must support the number of students who receive related services. Students must be listed in the appropriate related service category based upon the student's IEP. These students must also be included in the district's ASSA summary report as Tier II through Tier IV students. Classified students are eligible to receive aid for up to four related services categories. A student cannot be counted more than once in any single related service category.

**8. Sent to County Special Services School Districts**

The number of students listed under County Special Services School Districts must be supported by tuition contracts or other supporting documentation verifying the enrollment in the school along with the proper purchase order verifying payment of the tuition.

**9. Bilingual/LEP Students**

Eligible students are those resident and non-resident students identified as Limited English Proficient (LEP), in accordance with N.J.A.C. 6A: 15-1.3(c), who are participating in a bilingual, ESL, or ELS program; and students who continue to need and participate in bilingual, ESL or ELS program services on the basis of multiple indicators as per N.J.A.C. 6A: 15-1.10(b), listed as participating in an approved bilingual/ESL program and who are enrolled as of October 15 2002. The number of eligible students must be supported by the approved bilingual plan and a listing by school which includes each student's name and the number of the register on which they are enrolled. Special education students cannot be counted as LEP students.

**10. Specific Learning Disabled-Tier II**

List the resident Tier II specific learning-disabled students (SLD) as of October 15 2002. Include resident students sent to county vocational schools.

**11. Alternative Programs/Charter Schools/School Choice, etc.**

List the resident students as of October 15, 2002 sent to these approved Programs.

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**Workpaper - Application for State School Aid 10/15/2002**

**Students On Roll – Full-Time, Shared-Time (includes Home Instruction and Regular Preschool Students 3 and 4 year olds on roll in the school district)**

Enrollment/Tier  
Category

<u>School</u>	<u>Full-Time Students</u>	<u>Full Time Tiered Students</u>	<u>Shared-Time Students</u>	<u>Shared-Time Tiered Students</u>
Register 1.				
Register 2.				
Register 3.				
Register 4.				
Register 5.				
Register 6.				
Register 7.				
Register 8.				
Register 9.				
Register 10.				

*(Use additional Register number lines as necessary)*

Totals

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

**Workpaper - Application for State School Aid 10/15/2002**

**Students Sent to New Jersey Public Schools (includes Regular Resident Preschool Students, 3 and 4 year olds, sent to Contracted Pre-School Program Providers)**

Student <u>School/Contracted Provider Name*</u>	Classification <u>On IEP</u>	Tier <u>Category</u>	Full <u>Time (a)</u>	Shared <u>Time (b)</u>	Tuition Contract Available <u>(Y or N)</u>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

\* Each individual line total must be supported by a detailed listing reflecting the name and address of each child. Use separate sheets if necessary. For Abbott Districts and other applicable districts, the total # of preschool students sent to community providers must be documented here for ASSA audit purposes.

(a) total must agree with col. 4 of ASSA (b) total must agree with col. 5 of ASSA  
Copies of the tuition contracts or other supporting documentation must be made available for audit.

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**Workpaper - Application for State School Aid 10/15/2002**

**Students Received from New Jersey Public Schools**

	<u>School</u>	<u>Student Name</u>	<u>Classification On IEP</u>	<u>Tier Category</u>	<u>Full Time (a)</u>	<u>Shared Time (b)</u>	<u>School Register Number</u>
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							
21.							
22.							

(a) total must agree with col. 6 of ASSA (b) total must agree with col. 7 of ASSA

Copies of the tuition contracts or other supporting documentation must be made available for audit.

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**Students Attending Regional Day Schools**

	<u>Regional Day School</u>	<u>Student Name</u>	<u>Classification On IEP</u>	<u>Tier Category</u>	<u>Tuition Contract Available (Y or N)</u>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					

Copies of the tuition contracts must be made available for audit.

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**Workpaper - Application for State School Aid 10/15/2002**

**Students Attending Private Schools for the Disabled (or other permitted educational agency)**

	<u>Private School</u>	<u>Student Name</u>	<u>Classification On IEP</u>	<u>Tier Category</u>	<u>Tuition Contract Available (Y or N)</u>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					

Copies of the tuition contracts must be made available for audit.

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## Workpaper - Application for State School Aid 10/15/2002

### Low Income Enrollment

Enrollment/Tier Category

<u>School</u>	Register Number as of <u>10/15/02</u>	Number of <u>Students</u>	Application Approved as Eligible <u>(Y or N)</u>
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1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

16.

17.

18.

19.

20.

Total

The "Applications for Free and Reduced Price Meals or Free Milk for fiscal year 2003" for those students who are part of the district's enrollment as of October 15, 2002 **must only include free meal students**, must be segregated or marked and must be made available for audit.

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## **Workpaper - Application for State School Aid 10/15/2002**

### **Related Services Students**

Related Services Category

	<u>Student Name</u>	<u>Grade</u>	<u>Register Number as of 10/15/02</u>	<u>Classification</u>	<u>Tier Category</u>	<u>IEP Available (Y or N)</u>
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						

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**Workpaper - Application for State School Aid 10/15/2002**

**Students Attending County Special Services Schools Districts**

	<u>CSSD</u> <u>School</u>	<u>Student</u> <u>Name</u>	<u>Classification</u> <u>On IEP</u>	<u>Tier</u> <u>Category</u>	<u>Tuition</u> <u>Contract</u> <u>Available</u> <u>(Y or N)</u>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					

Copies of the tuition contracts must be made available for audit.

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**Workpaper - Application for State School Aid 10/15/2002**

**LEP Students - Approved Bilingual, ESL, or ELS Programs**

School	<u>Student Name</u>	Register Number <u>as of 10/15/02</u>	Date of LEP <u>Test Eligibility</u>	Continued Program Eligibility <u>10/15/02 (Y or N)</u>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				

Total  
Prepared by: \_\_\_\_\_ Date \_\_\_\_\_

**Workpaper - Application for State School Aid 10/15/2002**

**Specific Learning Disabled-Tier II Students**

	<u>Student Name</u>	<u>School</u>	<u>Register Number as of 10/15/02</u>	<u>IEP Available (Y or N)</u>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				

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**Workpaper - Application for State School Aid 10/15/2002**

**Alternative Program/Charter School/School Choice, etc.**

<u>Student Name</u>	<u>Grade</u>	<u>School Attended 10/15/02</u>	<u>Tuition Contract Available (if applicable) (Y or N)</u>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			

Prepared by: \_\_\_\_\_ Date \_\_\_\_\_